

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. **Position Title:** Public Utilities G.I.S. Coordinator

Revision Date: 3/06

EEO Function: Utilities & Transportation

EEO Category: Professional

Status: Non-Exempt

Control No: 30541

II. **Summary Statement of Overall Purpose/Goal of Position:**

Under direction of the Support Services Manager, designs, operates, oversees and maintains the Sandy City Department of Public Utilities Geographic Information System (GIS). Coordinates GIS activities in cooperation with various City Departments, and between the City and other entities. Coordinates GIS database development and maintenance, including coordination with CityWorks database. Provides and oversees automated cartographic and related database services. Performs professional drafting, mapping, graphic illustrations, general planning research and related report preparation duties. Performs supervisory functions for GIS personnel.

III. **Essential Duties:**

- Provide computer mapping and related database services
- Prepare maps and geographic information as requested
- Develop database structure, tables, forms, and reports for geographic data
- Respond to public inquiries and requests for maps, charts, graphs, and related information
- Digitize new data; edit and improve existing maps
- Plot maps
- Supervise technicians and interns
- Provide graphic and illustrative assistance to the City
- Read and interpret graphs, charts, plans, diagrams, aerial photos, and maps
- Research various mapping and related database project assignments
- Ensure coordination between the Department's GIS and the CityWorks database

IV. **Marginal Duties:**

- Maintain drafting equipment, GIS hardware and software in good working order
- Write reports, memos, and keep records on GIS progress
- Coordinate GIS activities with various City departments
- Perform other duties as assigned

V. **Qualifications:**

Requirements: Valid Utah Driver's License.

Education: Bachelor's degree from an accredited college or university with major course work in geography, planning, engineering, cartography, GIS, or a related field.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Experience: Two years progressively responsible mapping/computer experience that includes use of a computerized mapping or Geographic Information System; may substitute any equivalent combination of education and experience.

Knowledge of: Concepts of database design, development, and application as related to GIS; software and hardware maintenance, MS-DOS, PC use and practices; digitizing and plotting techniques; the nomenclature,

symbols, techniques, and mathematics of mapping; drafting techniques and procedures; map interpolation, aerial photograph interpretation.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people and liability of the City; resolving issues with disgruntled public; supervise work activities of technicians or interns.

Communication Skills: Ability to professionally furnish and obtain information from other departments and agencies; requires well-developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; must be able to follow complex written and oral instructions; must be able to write professional reports.

Tool, Machine, Equipment Operation: Requires regular use of a telephone and PC computer; frequent use of a digitizer, plotter, printer, GIS equipment and software, including Structured Query Language (SQL), and blueprint machine.

Analytical Ability: Read and interpret graphs, charts, plans, diagrams and maps; prepare maps and graphics; use GIS equipment and software; communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure from deadlines; occasional field work and exposure to traffic and construction site hazards, dust, and noise; moderate physical activity; required to push, pull, or lift up to 50 lbs; frequent stooping, crouching and bending; frequent exposure to street traffic. Frequent contact with the public, and other City personnel; work setting is mostly in the office but also includes frequent outdoor work, i.e. data collection, GPS asset surveying.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____